



MINERAL COUNCIL MEETING MINUTES

March 11, 2024 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

Phone: 540-894-5100 | townclerk@townofmineral.net

A. CALL TO ORDER

Meeting was called to order at 6:30pm

B. ROLL CALL

PRESENT

Ronald Chapman

Michelle Covert- via Zoom

Bernice Kube

Olivia McCarthy- arrived at 7:32pm via Zoom

Rebecca McGehee

Blair Nipper

C. PLEDGE OF ALLEGIANCE

D. ADOPT/AMEND AGENDA

Motion to approve agenda as written.

Motion made by Chapman, Seconded by Nipper.

Voting Yea: Chapman, Covert, Kube, McGehee, Nipper

Motion passed 5-0

E. PUBLIC COMMENT

No public comments

F. APPROVAL OF MINUTES

1. Approval of 02.12.24 Minutes

Motion to approve minutes as written.

Motion made by Nipper, Seconded by Chapman.

Voting Yea: Chapman, Covert, Kube, McGehee, Nipper

Motion passed 5-0

G. ACCOUNTS PAID

1. Bills Paid Feb 2024

Motion to approve bills paid.

Motion made by Kube, Seconded by Chapman.

Voting Yea: Chapman, Covert, Kube, McGehee, Nipper

Motion passed 5-0

H. REPORTS

1. DMV Report

Discussion was had on DMV request to purchase decals for doors, etc. Council requested a quote or estimated cost before voting.

2. Zoning Administrator Report

Mrs. Washington- The Zoning Administrator gave her report. She said that there has been a lot of inquiries regarding building within the town. She said that they need to present a zoning application prior to receiving feedback. Mrs. Washington also mentioned that she is drafting a few new zoning ordinances.

3. Committee Reports

Utilities- Working of the LEAP grant application

Finance- Working of drafting new ordinances.

Cemetery- Mr. Keller has started mowing and cleaning up to cemetery. Also, working with Mr. Staudinger to get a cement pad out at the cemetery to put a bench on.

Streets- add gravel to the ally behind the episcopal church and grate it. Mr. Staudinger gave a quote he received from Barton and Boyd to repair the road at the ball field, which would be Saint Cecilia, where they did a sewer repair. Louisa Avenue, where they just did a sewer crossing. Mineral Avenue and West fourth street where a water leak was. And then on Chestnut Avenue and on Eighth street, for the houses.

Motion made to approve the Barton and Boyd repairs.

Motion made by Kube, Seconded by Chapman.

Voting Yea: Chapman, Covert, Kube, McGehee, Nipper

Beautification- getting ready for the beautification festival and receiving applications for it.

Manager Report- Informed Council that the town clerk turned in her resignation and that the new treasurer is doing well.

I. OLD BUSINESS

1. Reschedule April and October (lands on Columbus Day, Town Hall Closed)

Discussion was had to reschedule the April and October Council Meetings.

Motion was made to move the April meeting to the 9th and the October meeting to the 15th.

Motion made by Chapman, Seconded by Kube.

Voting Yea: Chapman, Covert, Kube, McGehee, Nipper

J. NEW BUSINESS

1. Board of Zoning Appeals

Town of Mineral Board of Zoning Appeals Four Year Terms

JoAnna VanArb to replace Ed Leake June 2024 (2028)

Hank Staudinger 2023 (reappoint) (2027)

Todd Hall to replace Michelle Covert 2021 (he wants the shortest term and then not to be reappointed)(2025)

Nancy Thomas to replace Todd Hall 2024 (2028)

David Lawson 2022 (reappoint) (2026)

Motion to approve the BZA appointments.

Motion made by Kube, Seconded by Nipper.

Voting Yea: Chapman, Kube, McGehee, Nipper

Voting Nay: Covert

2. Hero Flags

Discussion was had on how and where the flags would be put up. No decision at this time.

K. EXECUTIVE SESSION (AS NEEDED)

In accordance with §2.2-3711(A)(1) of the Code of Virginia, Town Council will convene in Closed Session.

In accordance with Section 2.2-3711(A)(1) of the code of Virginia, the town council will convene in Closed Meeting to consider a personnel matter concerning the Town Manager position.

L. BACK IN SESSION

Do you certify and affirm that only public business matters lawfully exempted from opening meeting requirements under the Freedom of Information Act were discussed in the closed meeting to which the certification applies? Do you also agree that only such public business matters were identified in the motion under which the closed meeting was convened were heard, discussed, or considered by council?

I so certify-Chapman

I so certify-Covert

I so certify-Kube

I so certify-McCarthy

I so certify-McGehee

I so certify-Nipper

Motion made to authorize council to discuss a contract with a candidate for town manager.

Motion made by Chapman, Seconded by Nipper.

Voting Yea: Chapman, Kube, McCarthy, McGehee, Nipper

Voting Nay: Covert

M. ADJOURN

Motion to adjourn.

Motion made by Chapman, Seconded by Nipper.

Voting Yea: Chapman, Covert, Kube, McCarthy, McGehee, Nipper

Mayor Edwin Jarvis - Vice Mayor Blair Nipper

Council Members: Olivia McCarthy, Rebecca McGehee, Bernice Kube, Ronald Chapman,
Michelle Covert

Vacant, Town Manager, Amanda Nguyen, Town Clerk, Patricia Finch, Town Treasurer,
Catherine Lea, Town Attorney

Town Council meets for its regular session on the second Monday of each month at 6:30 p.m.
Persons wishing to be heard or having an item to be placed on the agenda should make their
request to the Clerk of Council by the final Monday of the month preceding the meeting.

Town Civility Pledge

The Town of Mineral pledges to practice and promote civility within the Mineral Town Council.

The elected officials of the Mineral Town Council enact this civility pledge to build a stronger and more prosperous community by advocating for civil engagement, respecting others, and their viewpoints, and finding solutions for the betterment of the community.

This pledge ensures all communication – both spoken and written – to be open, honest, and transparent as this is vital for cultivating trust and relationships.

This pledge ensures mutual respect to achieve municipal goals, recognizing that patience, tolerance, and civility is imperative to success.

This pledge creates opportunities for finding common ground and engaging in civil discussion to seek solutions through active listening and thoughtful participation.

Adopted February 13, 2023.